PROJECT BLUEPRINT FINAL DOCUMENT
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1. EXECUTIVE SUMMARY

1.1 Overview

The Business Blueprint step in the implementation methodology is used to review and define detailed business processes and verification of the requirements. The Business Blueprint serves to define how the organization currently operates, as well as, provides a foundation for the project team on how the solution will be used to manage the activities of the organization (to be processes). The Business Blueprint research included a series of workshops and discussions with Subject Matter Experts (SME) within the organization. For the State of North Carolina (the State), the SMEs represented a cross-section of individuals from agencies of varying sizes. The SMEs provided the project team with an understanding of how business is conducted in the current environment including business process flows. This input provided a basis for how the BEACON solution will be used in the future.

The Business Blueprint workshops began on 06/20/2006 with a review of the high-level organization structures within the BEACON system. During the workshops the individuals involved in the initial discussions began developing their knowledge on the future BEACON solution The SMEs became involved in detailed workshop sessions on 06/22/2006 for the HR, Payroll and Finance areas. Over 60 individual workshop sessions were held with the SMEs to review existing Finance, Human Resources and Payroll business processes. A summary of the workshops has been included in section 6.1 of this document. Representatives from over 30 agencies attended various individual workshop sessions.

The results of the blueprint workshops, the discussions and reviews of strategies required during the next phase, and a plan for deploying the BEACON solution has been included in this document.

1.2 Blueprint Document Components

The Business Blueprint is comprised of the following sections:

- **Executive Summary –** Provides an overview of the blueprint process included in the scope of this project and the approach for reviewing the processes with the State SMEs. The summary also discusses the primary components of the BEACON solution for statewide HR and Payroll and how they fit within the business functions of the State.
- **Functional Processes Details –** Provides an analysis of each of the primary functional process including the process details, definition, process flow, detail steps, SAP design and technology consideration, change management consideration, integration points for that process, reporting requirements, and any development e.g., workflow. This process definition will be linked in SAP solution manager to the actual transaction and will be used during configuration and actual setting up of the processes in the system. This process definition will be of a great value to the State during system support.
- **Integration –** Provides details as to the financial organizations and elements which are required to define for the HR/Payroll phase of the BEACON implementation along with the various interfaces and payment process definition.
- **Technical Summary –** Provides a listing of all the development objects that have been identified during the Business Blueprint workshops. Included in this section are the requirements for reporting, interfaces, conversions and enhancements that are required by the functional design of the BEACON solution.

The blueprint document is supported by several components of information contained within the Appendix.

- **Appendix**
  - **Workshop Summary –** The workshop summary includes a comprehensive listing of each workshop held by functional area and the key objectives of the workshop.
  - **Business Process Master List –** The Business Process Master List (BPML) identifies a core set of transactions for the baseline implementation of the BEACON solution. The BPML will be adjusted by the project team throughout the next phase. The BPML serves as the starting point for transaction identification and will also be used for identification of training materials.
  - **Business Blueprint Outstanding Items –** The listing includes those items raised during the workshops that remain open at the time of the blueprint. These items include the identification number back to the Open Items database and the description of the open item.

2. REFERENCES

Final versions of referenced documents, contractual deliverables and others, are permanently stored in the project repository or T-Drive as detailed in the BEACON HR/Payroll Implementation Document Management Process. Initial released versions of referenced standalone contractual deliverables and accompanying documents are stored on the enclosed Blueprint Final Document CD.

3. FUNCTIONAL AREA DESIGN

The following are functional area design overviews of the comprised components: Organizational Management, Personnel Management, Benefits Administration, Time Management, and Payroll Administration. Integration design is also included. Comprehensive business process details of each design area are stored in the project repository and managed according to the BEACON HR/Payroll Implementation Configuration Management Plan. Current versions are enclosed on the accompanying Blueprint Final Document CD.

3.1 Organizational Management

An organization plan is composed of Organizational Units, Jobs, Positions and the relationships that connect them together to create hierarchies. The hierarchies are used to represent the State of North Carolina's organizational structure and reporting relationships. The organizational structure is the foundation for security structural authorizations and for setting up workflows. This hierarchical structure reduces the effort of creating and maintaining positions by inheriting information from the superior organizational unit and the job.

Organizational Units represent functional units in the enterprise, and can be defined according to how tasks are divided up within the enterprise. An Organizational Unit can be an Agency, division, section, branch, group or unit. An organization can be defined from the highest level, called the root organizational unit (State of North Carolina Enterprise), to the smallest department within the State.

Positions are occupied by a person and assigned to an organizational unit. A position is based on the job which describes it. This means that a position inherits the tasks and characteristics of a job. This lowers your administrative costs. BEACON will be using position-based security. Security roles assigned to the position are inherited by the holder of the position. Position-based security requires less maintenance as opposed to security roles assigned directly to the individual. SAP security protects data through a variety of authorization checks.

ORGANIZATIONAL MANAGEMENT MASTER DATA
Organizational Unit Object
Organizational Unit Relationship
Organizational Unit Description
Organizational Unit Department/Staff
Organizational Unit Account Assignment Features
Organizational Unit Cost Distribution
Organizational Unit Address
Position Object
Position General Descriptions
Position Planned Compensation
Position Vacancy
Position Account Assignment Features
Position Authorities and Resources
Position Work Schedule
Position Employee Group/Subgroup
Position Address
Position Cost Distribution
Position Budget Cost Distribution
Job Object
Job Relationships
Job Planned Compensation
Job Description
Job T-Code Description
Job US Job Attributes
Job Premium Pay Eligibility

ORGANIZATIONAL MANAGEMENT BUSINESS PROCESSES
Organization Processing
Job Processing
Position Processing

3.2 Personnel Administration

Personnel Administration is traditionally characterized by numerous individual pieces of information, which must be stored, updated, and evaluated for each employee. Using organizational structures, the Government of North Carolina can flexibly plan and map the organizational levels of the State to control and simplify processes such as time recording and payroll. These organizational structures include:

- Enterprise structure
- Personnel structure

- Master Data
- Number Ranges

The functions for maintaining HR master data contain all the tasks necessary to enter, update, and analyze employee data.

Features

- You enter the data required for an employee in various infotypes. Infotypes group together the employee data according to related subject matter, making it easy to retrieve and process the data.
  - Example: In the Personal Data infotype (IT0002), you enter the employee's name and birth data. You can add information on his or her marital status and religion, if necessary.
- Some employee data, such as the employee's name or payroll data must be stored in the system. For this reason, the infotypes contain required entry fields. You cannot conclude data entry until you have entered data in all of an infotypes required entry fields.
- There are many different ways to edit or display employee data. The functions for managing HR master data enable you to access an employee's individual infotype records. The Fast Entry function, on the other hand, enables you to create and maintain an infotype record for many employees simultaneously.
- When you perform essential personnel administration tasks, such as hiring a new employee, you must enter a wide variety of data in the system. This entails processing a series of infotypes. These basic tasks are grouped together as personnel actions.

Each personnel action contains the infotypes that you must maintain to perform the task at hand. The infotypes are retrieved in succession so that you can maintain them. This ensures that you enter all of the information required for each personnel action type.

Headers are also an important part of infotypes in the displaying of personnel data. Header information will be kept the same across all infotypes. The employee social security number will be visible only on IT0002 – Personal Data.

PERSONNEL ADMINISTRATION MASTER DATA
Action
Organizational Assignment
Personal Data
Addresses
Planned Working Time
Basic Pay
Bank Details
Monitoring of Dates
Family Member/Dependents
Education
Other/Previous Employers
Qualifications
Appraisals
Reference Personnel Numbers
Internal Data

PERSONNEL ADMINISTRATION MASTER DATA
Objects on Loan
Date Specifications
Time Recording Information
Additional Personal Data
Military Service
Residence Status
Communications
Notifications
General Benefits Information
Residence Tax Area
Work Tax Area
Unemployment State
Withholding Info W4/W5
Time Sheet Defaults
Adjustment Reasons
Time Quota Compensation
Certifications and Licenses
Absence Quotas
Time Transfer Notification

PERSONNEL ADMINISTRATION BUSINESS PROCESSES
New Hire
Promotion
Reinstatement
Reallocation
Demotion
Range Revision
Transfer
LOA w/ Leave
LOA w/o Leave
Salary Adjustment
Cancel Adjustment
Appointment Change
Separation
Separation Pay Continuation
Career Progression
Suspension
Investigatory w/ Pay
Special Transfer

3.3 Benefits Administration

The Benefits Administration component of the SAP HR module offers a flexible framework for creating and managing the benefits packages offered by the State of NC to its employees. Its versatile configuration options allow for a diverse range of benefits and can accommodate even complex plan definitions.

The integrated and automated processes within Benefits Administration streamline administrative activities. By implementing Employee Self-Services, the amount of paperwork will be greatly minimized and data accuracy will be improved. Built-in reporting capabilities allow for quick access to data and will help benefits administrators to take a proactive approach to benefits management by providing up-to-the-minute information. Its integration with payroll provides access to data within a single system that was previously unavailable from a single source.

BENEFITS ADMINISTRATION MASTER DATA
Health Plans
Insurance Plans
Savings Plans
Flexible Spending Accounts
General Benefits Information
External Organizations
Dependent and Beneficiaries
Adjustment Reason

BENEFITS ADMINISTRATION BUSINESS PROCESSES
New Hire
NC Flex Annual Enrollment
SHP Annual Enrollment
Evidence of Insurability
Benefits Life Events
Benefits Termination – LOA
Benefits Termination – Non-LOA
Savings Enrollments
Retirement Plan Enrollment

3.4 Time Management

Time Recording and Leave Management will be supported in BEACON. The Time Entry processes include the capture of time off and working time in accordance with Agency policies. Leave management includes the leave request process and the management of leave balances. In both Time Entry and Leave Management, management approvals are an integral part of the process.

The Time Management processes will be closely integrated with payroll, and include the automated management of the overtime that will be calculated according to the state policies. It will automate the payment of Longevity awards and facilitate management of time and attendance factors in worker’s compensation or short term disability.

The system will support the application of numerous business rules associated with the details of the time data processing. For example: Advance Leave rules, Adverse Weather policies, the definition of Overtime and Overtime payouts.

TIME MANAGEMENT MASTER DATA
Planned Working Time
Date Specifications
Military Service
Additional Absence Data
Time Sheet Defaults
Time Quota Compensation
Absence Donation Administration
Shared Leave Eligibility
Absences
Attendances
Substitutions
On Call
Absence Quotas
Time Transfer Specifications
Quota Corrections
Time Management Settings

TIME MANAGEMENT BUSINESS PROCESSES
Manage Additional Settings (On Call, Substitution, Shared Leave)
Manage Attendance and Absence Types
Manage Business Rules (Time Evaluation Schemes and Rules)
Manage CATS Profiles
Manage Charge Objects
Manage Holiday Calendars
Manage Quotas and Quota Processing
Manage Scheduled Execution of Programs (Job Scheduling)
Manage Settings for FML
Manage Settings for Military Data
Manage Work Schedule Rules
Maintain Specific Leave Balances Manually
Process Bonus Leave Award
Process FML or FIL Absences
Process FML or FIL Request
Process Participation in Shared Leave (Donor)
Process Participation in Shared Leave (Recipient)
Record Injury or Work Related Illness
Process Request for Advanced Leave
Assign On Call

TIME MANAGEMENT BUSINESS PROCESSES
Maintain Participation in Baylor Plan or Incentive Pay
Maintain Dates for Service Calculations
Maintain Eligibility for Shift Premium
Maintain On Call Method and Rate
Maintain OT Comp Time Override
Maintain Planned Working Time
Maintain Shift Premium Value
Maintain Mutual Consent for Time Processing
Maintain Time Sheet Defaults
Manage Substitutions
Edit/Correct Times and Distribution
Enter/Cancel Leave Requests (ESS)
Process Interfaced Time Data
Record Time and Distribution
Release Time (ESS)
Review Current Quota Balances
Review/Approve Leave Requests (MSS)
Review/Approve Time and Distribution
Manually Execute Time Evaluation
Perform Periodic Time Evaluation
Resolve Time Related Issues
Review Errors and Warnings from Time Evaluation

3.5 Payroll Administration

The SAP payroll accounting module integrates with other functional areas within SAP to produce accurate payments to the State's employees and contractors. While the payroll module accepts data from other modules such as Time Management, Employee Self-Service, Personnel Administration and Benefits, and utilizes the Accounts Payable module to produce payments, the payroll module performs the calculations necessary to accurately calculate payroll taxes on any payments and deductions as well as performing the steps to initiate vendor payments and postings to the general ledger.

Custom calculations are included in the processing to create payments, deductions and statistical postings that do not originate from user-entered data. The results of each payroll calculation are stored in clusters to allow reporting of each payroll calculation for each employee for as long as the data is stored on the SAP system. This storage scheme also allows for automatic recalculation of an employee's pay based on the retroactively-dated changes to employee data that impact payments or deductions.

PAYROLL ADMINISTRATION MASTER DATA
Bond Purchases
Bond Denominations
Garnishments
Garnishments Order
Garnishment Adjustments

PAYROLL ADMINISTRATION MASTER DATA
Additional Payments/Deductions
Recurring Payments/Deductions
Additional Off-Cycle Payments
Payroll Results Adjustment

PAYROLL ADMINISTRATION BUSINESS PROCESSES
Process FICA Save Funding
Process Dual Employment
Paying the National Guard
Paying Temp Solution Temps
Processing Non-Resident Aliens
Calculating Longevity Pay
Garnishments
Calculating Retirement
Processing Savings Bond Deductions
Calculating and Collecting for Personal Use of State Vehicles
Remittances: Taxes, Deductions, Garnishments
Off-Cycle, Adjustment
Off-Cycle, Bonus
Off-Cycle, Check Replacement
Off-Cycle, On Demand
Tax Reporting
Payroll Processing
Collecting Previous Overpayments/Claims
Deductions
Short-Term Disability
Relocation Pay
Integration with FI
Cell Phone Supplement
State Health Plan Reconciliation

4. INTEGRATION

In the first phase of the BEACON project, Central Payroll, Personnel Management Information System (PMIS), and NC Department of Transportation (NCDOT) payroll system will be replaced with SAP Human Resources (HR) modules. As a fully integrated system, parts of SAP financial modules will be implemented to support the BEACON's HR operations.

The following modules and their various elements will be implemented for the HR/Payroll implementation.

Financial Accounting (FI) - Financial accounting is a component of the SAP system in which the legal entity (e.g., State of North Carolina) is defined. The legal entity is represented by the financial organization and defined as a company code in the SAP system. Within FI, Business areas will represent each agency.

Controlling Area (CO) - Controlling Area is the strategic organizational unit that defines how the State performs comprehensive and detailed, independent management and organizational cost accounting. Cost centers will be defined to represent cost collectors for permanent organizational activities.

Funds Management (FM) - Funds Management is the key SAP component for public sector enterprises. Funds Management has its own strategic organizational units that assist in creating, executing, controlling and reporting budgets. Funds Management defines certain key elements like fund, functional area and commitment items which are important for meeting pubic sector organizational requirements with respect to accounting, budgeting, legislative, CAFR, and GASB reporting requirements.

INTEGRATION MASTER DATA
Application of Funds
Commitment Item
Cost Center
Cost Center Group
Cost Element
Fund
Funds Center
G/L Account
House Banks
Internal Order
Internal Order Group
Primary Cost Element
Vendor Master Record
Functional Area
Fund Group

INTEGRATION BUSINESS PROCESSES
Payroll Results Interface to NCAS
Payroll Results Interface to DOT
Interface to SCS
Payment Program Processing
Bank Reconciliation Process
GL Master Data Process
Fund Master Data Process
Cost Center Master Data Process
Vendor Master Data Process

5. TECHNICAL SUMMARY

5.1 Development Checklist

For the ERP Development Objects and ERP Reporting requirements refer to the 1.2.5.6_TECH_FRICEListCounts.xls file included with this contractual deliverable.

For the BI Reporting requirements refer to the 1.2.10.1_TECH_BIReportRequirementsList.xls file included with the Reporting Requirements Document contractual deliverable.

5.2 Reporting Requirements Document

For the Reporting requirements talking points refer to the Reporting Requirements Document contractual deliverable, 1.2.10.1_TECH_ReportingRequirements.doc.

5.3 Interface Requirements Document

For the Interface requirements talking points refer to the Interface Requirements Document contractual deliverable, 1.2.0.2_TECH_InterfaceRequirements.doc.

5.4 Conversion Requirements Document

For the Conversion requirements talking points refer to the Conversion Requirements Document contractual deliverable, 1.2.10.3_TECH_DataConversionRequirementsDocument.doc.

5.5 Enhancements Requirements Document

For the Enhancements requirements talking points refer to the Enhancements Requirements Document contractual deliverable, 1.2.10.4_TECH_ExtensionsandModificationsRequirementsDocument.doc.

6. APPENDICES

6.1 Workshop Summary

The workshop summary is a listing of the workshops that occurred to support the development of the business blueprint document. The workshop summary identifies the workshops and a brief description of the intent of each workshop.

SESSION DATE(S)	WORKSHOP TITLE	DESCRIPTION (WAVE 1)
6/20/06 – 6/21/06	FI Organizational Structure	The intent of this workshop is to discuss the organizational structures used in financial and cost accounting, budget reporting, and financial statements. 1. Define the organization structure and data elements for Financial Accounting (FI), Controlling (CO) and Funds Management (FM). 2. Define the critical data elements including company code, controlling area, funds management area, and business area. 3. Determine the naming/numbering conventions for defining master data items such as chart of accounts, cost center, business area, fund, fund center, and functional area.
6/22/06	Cost Accounting Requirements for Payroll Posting	Intent of the workshop is to determine cost and managerial accounting requirements for payroll-related transactions. 1. Determine posting detail required in cost center accounting and all attributes. 2. Define relationship between cost center in the Controlling module and fund/fund center in the Funds Mgmt. module. 3. Assign cost centers to employee master data 4. Identify required reports
6/26/06	Organizational Management	The intent of this workshop is to define the organizational structure, reporting structure, and related requirements. 1. Definition of organization structure 2. Identification of position reporting relationships 3. Identification of position types that currently exist 4. Identification and definition of additional position relationships (law enforcement designation, workers comp. code, number of months worked per year, supervisory position, working title) 5. Identification and definition of employment status types 6. Identification of current job classifications 7. Identification and definition of job classification specifications 8. Identification of cost center relationships 9. Identification of groupings used for benefits, payroll, and time 10. Identification and definition of process for creating, modifying, or terminating an agency, department, job classification, and position 11. Identification of reporting needs for organizational structure
6/27/06	Salary Control System Interface	Intent of the workshop is to define the interface requirements to exchange funding and position information between SAP and the Salary Control System. 1. Determine what funding and position activities are included in the interface. 2. Identify data elements required to post to the Salary Control System. a. Salary Control System technical interface requirements 3. Map SAP data elements to Salary Control System data elements. a. Salary Control System interface file layouts 4. Confirm list of agencies and component units included in this interface. 5. Identify processing considerations or other restraints on posting to the Salary Control

SESSION DATE(S)	WORKSHOP TITLE	DESCRIPTION (WAVE 1)
		System (e.g., timing issues, testing requirements, approvals, and account crosswalk). 6. Collect all data elements required for designing the interface specification document.
6/27/06 – 6/28/06	Holiday and Payroll Calendars and Pay Structure (pay grades)	The purpose of this workshop is to identify and confirm holiday definitions, including any approved deviation from the defined holiday schedule. Also to identify the payroll calendar to be used by the State. 1. Current holidays 2. Pay periods 3. Pay calendar 4. Base pay structure (pay grade structure)
6/28/06 – 6/29/06	Master Data and Conversions	Intent of the workshop is to define the master data and conversion requirements: 1. Confirm list of master data to be converted 2. Verify coding structure for master data 3. Identify conversion process steps and resources 4. List conversion development requirements a. Agency reporting requirements b. CAFR reporting requirements
7/10/06	Earnings	The intent of this workshop is to discuss the state salary structure, base pay, and deferred pay processing. 1. University/Agency's salary structure, base pay, and deferred pay processing 2. Recurring payments a. Recurring payments not included in base pay b. Payments included in regular payroll cycle 3. One time payments a. Payments included in regular payroll cycle 4. One time 'bonus' payments a. Payments NOT included in regular payroll cycle 5. One time 'time-related' wage types
7/10/06 – 7/11/06	Time Mgt or 24 x 7 Support Staff	This workshop will focus on business rules specific to employees in 24x7 support jobs, but are not covered in health services or law enforcement fire protection. 1. Work schedules (shifts, breaks, days, etc.) 2. Time entry forms and processes 3. Identification of groups to which sets of rules apply 4. Business rules for time evaluation (calculations and reporting rules) 5. Automated notifications 6. Approval processes
7/10/06 – 7/13/06	Personnel Administration	The intent of this workshop is to define personnel activities/requirements. 1. Life cycle process (personnel actions), including: a. Hiring b. Organizational change c. Pay changes d. Employee leaves e. Separations/terminations 2. Types of master data collected on employees a. Addresses b. Bank details c. Basic pay

SESSION DATE(S)	WORKSHOP TITLE	DESCRIPTION (WAVE 1)
		d. Working times e. Tax information
7/12/06 – 7/13/06	Time Quotas and FMLA	This workshop will focus on time quotas and FMLA requirements. 1. Different types of time balances tracked for each employee (i.e., vacation, sick, comp., community service) 2. Rules associated with various time balances 3. FMLA rules and reduction of multiple quotas simultaneously under specific circumstances
7/12/06 – 7/13/06	Training & Events Management	The intent of this workshop is to describe the structure of a training catalog, the management of training participants, and the planning of resources, such as training materials and instructors. 1. Preparation for business events a. Determining demand for business events b. Creating business event catalog c. Planning schedule of business events d. Planning resources e. Entering business event costs f. Budgeting training expenses g. Marketing business events 2. Execution of business events a. Booking, rebooking, and canceling attendees b. Printing (or e-mailing) the required correspondence c. External invoices d. Activity allocation e. Cost transfer posting 3. Follow-up work for training and events a. Appraisals of business events, instructors, and attendees b. Automatic transfer of qualifications c. Reports on business events, attendance, and resources
7/17/06	Deductions	The intent of this workshop is to gain a better understanding of state deductions and the integration between benefits and payroll. 1. Recurring 'general' deductions - patterned deductions 2. One time 'general' deductions 3. Benefit deductions
7/17/06 – 7/18/06	Time Management for Health Services Staff	This workshop will focus on business rules specific to employees in health service jobs. 1. Work schedules 2. Time entry forms and processes 3. Identification of groups to which sets of rules apply 4. Business rules for time evaluation (calculations and reporting rules) 5. Automated notifications 6. Approval processes
7/17/06 – 7/18/06	Personnel Development	The intent of this workshop is to define position and job qualifications and matching employee qualifications and tracking employee progress to be used for career and succession planning. 1. Job qualifications and requirements a. Description of work b. Required knowledge, skills and abilities

SESSION DATE(S)	WORKSHOP TITLE	DESCRIPTION (WAVE 1)
		c. Required education, training, and experience 2. Employee qualifications a. Acquired knowledge, skills, and abilities b. Acquired education, training, and experience 3. Employee career and succession planning 4. Employee development plans
7/17/06 – 7/19/06	Benefits Administration and Business Information Reporting	The intent of this workshop is to define the benefit processes, plans, costs, and related requirements. 1. Open enrollment 2. Benefits life event changes 3. Benefits termination 4. Retirement 5. Process COBRA information 6. Flexible spending account - claims processing 7. Leave of absence processing in benefits 8. 401(k) retirement/pension plan enrollment
7/18/06	Checks and Garnishments	The purpose of this workshop is to define the garnishment filing requirements, garnishment calculations, and garnishment-related reporting and letters. 1. Garnishment calculations 2. Applicable garnishment fees 3. Garnishment-related reporting and letters
7/18/06	Off-Cycle Processing/Claims – Central Payroll & DOT	The purpose of this workshop is to discuss the off-cycle requirements for processing, including 3rd party remittances, posting to accounting, and checks. 1. Off-cycle processing 2. Subsequent off cycle activities, including third party remittance, posting to accounting, and checks
7/19/06 – AM	Integration to FI/CO & 3rd Party Remittance – DOT	The intent of this workshop is to learn business definitions for posting each earnings type, deductions wage type, tax wage type, and net pay wage type. 1. Posting payroll wage type expenses and liabilities to the state agency's current accounting system 2. Automatic payment processing of third party liabilities to the appropriate vendors 3. Month-end accruals
7/19/06 – PM	Integration to FI/CO & 3rd Party Remittance – CP	The intent of this workshop is to learn business definitions for posting each earnings type, deductions wage type, tax wage type, and net pay wage type. 1. Posting payroll wage type expenses and liabilities to the state agency's current accounting system 2. Automatic payment processing of third party liabilities to the appropriate vendors 3. Month-end accruals
7/19/06 – 7/20/06	Time Management for Regular Salaried or Hourly Employees	This workshop will focus on business rules specific to employees in administrative, regular salaried or hourly jobs who work a standard 5x8 schedule. 1. Work schedules (shifts, breaks, days, etc.) 2. Time entry forms and processes 3. Identification of groups to which sets of rules apply 4. Business rules for time evaluation (calculations and reporting rules) 5. Automated notifications 6. Approval processes
7/20/06	Business	The intent of this workshop is to focus on the identification of management/analysis

SESSION DATE(S)	WORKSHOP TITLE	DESCRIPTION (WAVE 1)
	Information Reporting – HR	reports for human resources. 1. Review/discuss existing analytical systems 2 Define potential analytical processes 3. Define KPIs/List of Reports 4. Identify a Point of Contact for each report
7/24/06	Business Information Reporting - Benefits	The intent of this workshop is to focus on the identification of management/analysis reports for Benefits. 1. Review/discuss existing analytical systems 2. Define potential analytical processes 3. Define KPIs/List of Reports 4. Identify a Point of Contact for each report
7/24/06 – 7/25/06	Time Management for Law Enforcement/Firefighters/Emergency Management	This workshop will focus on business rules specific to employees in law enforcement, fire protection, or emergency management jobs. 1. Work schedules (shifts, breaks, days, etc.) 2. Time entry forms and processes 3. Identification of groups or employees to which sets of rules apply 4. Business rules for time evaluation (calculations and reporting rules) 5. Automated notifications 6. Approval processes
7/25/06 – AM	Tax Calculation, Tax Reporting and Non-Resident Aliens - DOT	The intent of this workshop is to discuss state agency tax reporting requirements. 1. Calculation of payroll taxes: a. Fed, state and local taxes b. Marginal Taxation vs. Supplemental Taxation c. Gross Ups 2. Reporting of payroll tax collections 3. Special taxation - any applicable non-resident alien tax calc. and reporting
7/25/06 – PM	Tax Calculation, Tax Reporting and Non-Resident Aliens – Central Payroll	The intent of this workshop is to discuss state agency tax reporting requirements. 1. Calculation of payroll taxes: a. Fed, state and local taxes b. Marginal taxation vs. supplemental taxation c. Gross ups 2. Reporting of payroll tax collections 3. Special taxation - any applicable non-resident alien tax calc. and reporting
7/26/06	Concurrent Employment	The purpose of this workshop is to define potential concurrent employment scenarios within state agencies or the university system where n employee holds more than one position. 1. Where an employee holds more than one position, whether in the same or different EIN
7/26/06	General Ledger Posting for Payroll – NCAS	The intent of this workshop is to discuss the interface requirements to post the payroll processing results from SAP to the North Carolina Accounting System (NCAS) 1. Determine payroll posting requirements for NCAS. 2. Identify data elements required to post payroll results into NCAS. 3. Map SAP data elements to NCAS data elements. 4. Confirm list of agencies and component units included for this interface. 5. Identify processing considerations or other restraints on posting to NCAS (e.g., timing issues, testing requirements, approvals, and account crosswalk). 6. Collect all data elements required for designing the interface

SESSION DATE(S)	WORKSHOP TITLE	DESCRIPTION (WAVE 1)
		specification document.
7/31/06 – 8/2/06	Leaves of Absence	This workshop will focus on various types of extended leave involving a change in status. 1. Various kinds of leaves of absence 2. Rules associated with various leaves
7/31/06	General Ledger Posting for Payroll – NCDOT	This workshop discusses the interface requirements to post the payroll processing results from SAP to the NCDOT SAP accounting system. 1. Determine payroll posting requirements for NCDOT. 2. Identify data elements required to post payroll results into NCDOT GL. 3. Map SAP data elements to NCDOT data elements. 4. Identify processing considerations or other restraints on posting to NCDOT (e.g., timing issues, testing requirements, approvals, and account crosswalk). 5. Collect all data elements required for designing the interface specification document.
8/1/06	Interfaces for Central Payroll System (& others)	The intent of the workshop is to define the interface requirements to replace outbound interfaces from the Central Payroll system: 1. Determine what payroll transactions are included in the interface. 2. Identify data elements required to post to the legacy system. a. Legacy system interface file layouts b. Legacy system technical interface requirements 3. Map SAP data elements to legacy system data elements. 4. Confirm list of agencies and component units included in this interface. 5. Identify processing considerations or other restraints on posting to the legacy system (e.g., timing issues, testing requirements, approvals, and account crosswalk). 6. Collect all data elements required for designing the interface specification document.
8/2/06	General Ledger Posting for Payroll – Universities	The intent of this workshop is to discuss the interface requirements to post the payroll processing results from SAP to the various university accounting systems. 1. Determine payroll posting requirements for universities. a. University accounting policies and procedures for payroll and benefits 2. Identify data elements required to post payroll results to university systems. a. FRS and Banner interface file layouts 3. Map SAP data elements to university data elements. 4. Confirm list of universities included in this interface. a. FRS and Banner technical interface requirements 5. Identify processing considerations or other restraints on posting to universities (e.g., timing issues, testing requirements, approvals, and account crosswalk). 6. Collect all data elements required for designing the interface specification document.
8/10/06	Business Information Reporting – Finance	The intent of this workshop is to focus on the identification of management/analysis reports for Finance. 1. Review/discuss existing analytical systems 2 Define potential analytical processes 3. Define KPIs/List of Reports 4. Identify a Point of Contact for each report
8/3/06 & 8/7/06	Integration with FI/Payroll	This workshop will focus on special integration touch points with payroll and other uses of time data. 1. Retroactive accounting 2. Leave payouts 3. Generation of payments based on time worked

SESSION DATE(S)	WORKSHOP TITLE	DESCRIPTION (WAVE 1)
		4. Project charge information collected with time data
8/8/06	Business Information Reporting – Payroll	The intent of this workshop is to focus on the identification of management/analysis reports for payroll. 1. Review/discuss existing analytical systems 2 Define potential analytical processes 3. Define KPIs/List of Reports 4. Identify a Point of Contact for each report
8/9/06	Business Information Reporting – Time Management	The intent of this workshop is to focus on the identification of management/analysis reports for Time Management. 1. Review/discuss existing analytical systems 2 Define potential analytical processes 3. Define KPIs/List of Reports 4. Identify a Point of Contact for each report

SESSION DATE(S)	WORKSHOP TITLE	DESCRIPTION (WAVE 2)
10/11/06	Finance – Central Payroll	This workshop discusses the proposed solution to manage Central Payroll accounting functions and to interface the payroll processing results from SAP to the North Carolina Accounting System (NCAS). Specific topics include: 1. BEACON Financial Structures 2. Integration Points with other SAP modules 3. NCAS Interface Process Flow and GL entries 4. Processing Third Party Vendor Payments
10/12/06	Finance & Other Impacts - DOT	This workshop discusses the proposed solution to post the payroll processing results from SAP to the NCDOT SAP accounting system. Specific topics include: 1. BEACON Financial Structures 2. Processing Bum Charges 3. Master Data Synchronization 4. Processing Payroll Additives 5. Processing Payroll Direct Charges 6. Interface Process Flow
10/19/06	Organizational Management – Session 1	Business Process Flow Position Title Position- Description Position- Address and Mailing Address Position- Employee Group and Subgroup Position- Attributes - FLSA Status and EEO Codes Position- Work Schedule Position-Vacancy Position-Account Assignment Features Position- Planned Compensation (Salary Grade/Scale) Position- Cost Distribution Job- Class Title Job- Description Job- Relationships Position- Relationships

SESSION DATE(S)	WORKSHOP TITLE	DESCRIPTION (WAVE 2)
		Org unit- Relationships Organizational Title Org- Address and Mailing Address Org- Account Assignment Features – Company Code
10/23/06 – AM	Time – Session 1	The intent of this workshop is to validate system requirements related to Time Management activities identified during and collected since Wave 1. This workshop will discuss complete business processes related to Time Management and how SAP will be incorporated into these business processes after implementation. The business processes will be discussed according to their relation to and involvement with the major components of Time Management. 1. Time Entry - Entering, approving and transferring employee time. 2. Leave Management - Managing accruals, quotas and special leave situations. 3. Time Control Data - Managing position and employee eligibility for premiums and overtime reporting. 4. Master Data - Maintaining master data related to Time Management, including calendars, work schedules and charge objects. 5. Time Evaluation - The application of time worked and leave policies. 6. Reporting - Generating and viewing reports on time data. 7. Integration with Payroll - The passing of data to the payroll system.
10/23/06	Benefits – Session 1	Benefits items
10/23/06 – AM	Payroll – Accounting – Session 1	Integration with FI Fiscal year-end accrual FICA savings
10/23/06 – AM	Payroll – Deductions – Session 1	Calculating and Collecting for Personal Use of State-Owned Vehicles
10/23/06 – AM	Payroll – Garnishments – Session 1	Garnishments Overpayments
10/23/06 – PM	Payroll – Miscellaneous – Session 1	National Guard Dual Employment Short Term Disability
10/23/06 – PM	Payroll – Processing – Session 2	Payroll Processing Calculating Longevity Payments Off-Cycle Payrolls (on demand, check replacement, off cycle adjustment, bonus payment)
10/23/06 – PM	Payroll – Taxation – Session 1	Reallocation Pay Non-Resident Aliens Tax Reporting
10/23/06 – 10/24/06	Personnel Administration – Session 1	Basic Personnel Admin Process Flow Personnel Action Groupings Group 1: Moving into a position, from position to Position Group 2: Actions within same position Group 3: Leaves and Returns Group 4: Separations Group 5: Career Progressions

SESSION DATE(S)	WORKSHOP TITLE	DESCRIPTION (WAVE 2)
		Information Needed for Actions – infotypes
10/24/06 - AM	Time – Session 2	The intent of this workshop is to validate system requirements related to Time Management activities identified during and collected since Wave 1. This workshop will discuss complete business processes related to Time Management and how SAP will be incorporated into these business processes after implementation. The business processes will be discussed according to their relation to and involvement with the major components of Time Management. 1. Time Entry - Entering, approving and transferring employee time. 2. Leave Management - Managing accruals, quotas and special leave situations. 3. Time Control Data - Managing position and employee eligibility for premiums and overtime reporting. 4. Master Data - Maintaining master data related to Time Management, including calendars, work schedules and charge objects. 5. Time Evaluation - The application of time worked and leave policies. 6. Reporting - Generating and viewing reports on time data. 7. Integration with Payroll - The passing of data to the Payroll system.
10/24/06 – AM	Payroll – Remittances – Session 1	Taxes, garnishments and other deductions Retirement State Health Plan
10/24/06 – AM	Payroll 0 Miscellaneous – Session 2	National Guard Dual Employment Short Term Disability
10/24/06 - PM	Payroll – Accounting – Session 2	Integration with FI Fiscal year-end accrual FICA savings
10/24/06 – PM	Payroll – Deductions – Session 2	Calculating and Collecting for Personal Use of State-Owned Vehicles
10/24/06 – PM	Payroll – Garnishments – Session 2	Garnishments Overpayments
10/24/06	Organizational Management – Session 2	Business Process Flow Position Title Position- Description Position- Address and Mailing Address Position- Employee Group and Subgroup Position- Attributes - FLSA Status and EEO Codes Position- Work Schedule Position-Vacancy Position-Account Assignment Features Position- Planned Compensation (Salary Grade/Scale) Position- Cost Distribution Job- Class Title Job- Description Job- Relationships Position- Relationships Org unit- Relationships

SESSION DATE(S)	WORKSHOP TITLE	DESCRIPTION (WAVE 2)
		Organizational Title Org- Address and Mailing Address Org- Account Assignment Features – Company Code
10/25/06 – PM	Time – Session 3	The intent of this workshop is to validate system requirements related to Time Management activities identified during and collected since Wave 1. This workshop will discuss complete business processes related to Time Management and how SAP will be incorporated into these business processes after implementation. The business processes will be discussed according to their relation to and involvement with the major components of Time Management. 1. Time Entry - Entering, approving and transferring employee time. 2. Leave Management - Managing accruals, quotas and special leave situations. 3. Time Control Data - Managing position and employee eligibility for premiums and overtime reporting. 4. Master Data - Maintaining master data related to Time Management, including calendars, work schedules and charge objects. 5. Time Evaluation - The application of time worked and leave policies. 6. Reporting - Generating and viewing reports on time data. 7. Integration with Payroll - The passing of data to the payroll system.
10/25/06 – AM	Payroll – Taxation – Session 2	Reallocation Pay Non-Resident Aliens Tax Reporting
10/25/06 – AM	Payroll – Processing – Session 1	Payroll Processing Calculating Longevity Payments Off-Cycle Payrolls (on demand, check replacement, off cycle adjustment, bonus payment)
10/25/06 – PM	Payroll – Remittances – Session 2	Taxes, garnishments and other deductions Retirement State Health Plan
10/25/06 – 10/26/06	Personnel Administration – Session 2	Basic Personnel Admin Process Flow Personnel Action Groupings Group 1: Moving into a position, from position to Position Group 2: Actions within same position Group 3: Leaves and Returns Group 4: Separations Group 5: Career Progressions Information Needed for Actions – infotypes
10/26/06 – AM	Time – Session 4	The intent of this workshop is to validate system requirements related to Time Management activities identified during and collected since Wave 1. This workshop will discuss complete business processes related to Time Management and how SAP will be incorporated into these business processes after implementation. The business processes will be discussed according to their relation to and involvement with the major components of Time Management. 1. Time Entry - Entering, approving and transferring employee time. 2. Leave Management - Managing accruals, quotas and special leave situations. 3. Time Control Data - Managing position and employee eligibility for premiums and overtime reporting. 4. Master Data - Maintaining master data related to Time Management, including

SESSION DATE(S)	WORKSHOP TITLE	DESCRIPTION (WAVE 2)
		calendars, work schedules and charge objects. 5. Time Evaluation - The application of time worked and leave policies. 6. Reporting - Generating and viewing reports on time data. 7. Integration with Payroll - The passing of data to the payroll system.
10/26/06	Benefits – Session 2	Benefits items
10/31/06	Payroll – All Topics - Session 3	

6.2 Business Process Master List

The business process master list is a listing of the SAP transactions that will be configured and tested during the realization phases. The business process master list will not include every transaction that is available in SAP but will focus on the business processes and transactions supporting the business processes as identified in the business blueprint.

For the BPML refer to the 1.2.5.6_TECH_BPML.xls file included with this contractual deliverable.

6.3 Business Blueprint Outstanding Items

The Outstanding Items appendix identifies the unanswered items that were accumulated from the blueprint workshops. These items may include changes to statewide business processes or require additional research by the project team to validate how the requirement will be met.

ISSUE #	ISSUE
69	Temporary Solutions Third Party Package
73	Scope decision for ESC Legacy Payroll
317	HR - Delegation of Authority
385	HR - Processing of Actions (Transfers between Agencies)
438	Standardization to a 12 month pay schedule for 9, 10, 11 month employees
448	Transfer of Employees enrolled in State Health Plan
504	Grievance Tracking System
508	RIF Registers in PMIS
509	PMP system in PMIS
513	NC Flex deduction with Short Term Disability Benefits
518	Skill Based Pay
525	Deduction Frequencies